

*MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION (DNRC)  
AND MONTANA URBAN AND COMMUNITY FORESTRY ASSOCIATION (MUCFA)*

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*2008 Urban Forestry  
Program Development Grant  
Overview & Application*



*The Montana Urban Forestry Program is made possible through a grant from the  
USDA Forest Service.*



*Montana Department of Natural Resources and Conservation (DNRC)*  
*2008 Urban Forestry Grant Program*

**PROGRAM OVERVIEW**

<b>PROGRAM ADMINISTRATOR</b>	<i>Montana Department of Natural Resources &amp; Conservation in cooperation with the Montana Urban and Community Forestry Association.</i>
<b>FUNDS AVAILABLE</b>	<i><b>\$100,000</b> available with the maximum grant request range of <b>\$1,000 to \$25,000</b>. Grant funds will be distributed on a reimbursement basis.</i>
<b>GRANT REQUIREMENTS</b>	<i>100% by applicant.</i>
<b>ELIGIBLE APPLICANTS</b>	<i>Montana cities, towns, counties, and tribal governments interested in conducting innovative projects in urban forestry. These may include tree inventories; development of an urban forest management plan; or writing a city/county approved tree ordinance. First time grant applicants must have or agree to form a tree committee/board with a program work plan during the grant project period. Second time grant applicants must have a city or county approved tree or vegetation ordinance or have the ordinance preliminarily approved by their municipal body by the end of the grant cycle.</i>
<b>APPLICATION LIMITATION</b>	<i>One grant application per community per calendar year.</i>
<b>APPLICATION DEADLINE</b>	<i>Applications are available online at: <a href="http://dnrc.mt.gov/forestry/">http://dnrc.mt.gov/forestry/</a> Please submit the original application and <b>two</b> copies by January 1, 2008. Applications received after this date will not be accepted. NO FAXED APPLICATIONS.</i>
<b>NOTIFICATION DATE</b>	<i>Mid February 2008.</i>
<b>PROJECT COMPLETION</b>	<i>On or before June 15, 2008 (grant extensions will be given on an individual basis).</i>
<b>FOR ADDITIONAL INFORMATION CONTACT</b>	<i>Dan Rogers, Urban Forestry Coordinator  Montana DNRC  2705 Spurgin Road  Missoula, Montana 59804-3199  Telephone: 542-4284      Fax: 542-4203  Email: DANROGERS@MT.GOV</i>

## PROGRAM PURPOSE

Grants are available to Montana cities, towns, counties, and tribal governments interested in conducting an urban tree inventory; writing an urban forest management plan based upon a tree inventory; and/or writing a tree/vegetation ordinance.

## ELIGIBLE PROJECTS

Projects must relate to urban forestry, which for the purpose of this grant are considered to be tree management, operations, and education. Examples include but are not limited to:

- Develop an urban forestry management plan
- Develop or revise a tree ordinance
- Plan, perform or update a computerized tree inventory
- Develop a storm or pest response plan
- Develop or conduct urban forestry staff training
- Develop urban forestry public awareness program/materials
- Form a tree board or volunteer action group
- Develop an urban forestry neighborhood involvement program
- Conduct a tree risk plan
- Send staff or board members to urban forestry conferences, workshops.
- Tree planting on public lands
- Hazard tree removal

## PROJECT COSTS: REIMBURSABLES

**Supplies & Materials:** Cost of purchasing appropriate supplies and materials to complete the project.

**Educational Workshop:** Cost associated with attending or providing education related to tree inventories, writing urban forest management plans or drafting a tree ordinance. Items may include workshop registration fees, facility and equipment rental, lodging, speaker costs and transportation for municipal and/or volunteer participants.

**Professional Services:** Cost related to hiring a consultant or contractor (arboriculture, forestry, landscape design, planning) and/or other professional for this project.

## PROJECT COSTS: APPLICANT CASH (NON-REIMBURSABLE)

**City Personnel/ Equipment:** Regular personnel cost for city employees and equipment for work on the project. However, these costs can only be used to demonstrate local contribution and are not reimbursable.

Any cash spent on the items listed above that are not being sought for reimbursement through this grant.

## PROJECT COSTS: DONATED/IN-KIND (NON-REIMBURSABLE)

Value of donated materials or services directly related to the project.

Value of volunteer time used to complete the project.

## PROJECT COSTS: NON-REIMBURSEABLE

Capital Outlay having a cost greater than \$500.

Any expenses being reimbursed by—or used as match for—another federal grant project.

## PLEASE NOTE

**First time grant applicants** (Arbor Day grant applications not included) must have or agree to form a tree committee/board with a program work plan during the grant project period. Documentation with member names, contact information, meeting dates and activities will be required prior to grant reimbursement.

**Second time grant applicants** (Arbor Day grant applications not included) must have a city or county approved tree or vegetation ordinance by June 30, 2008. Documentation will be required prior to grant reimbursement.

Information about developing these documents and sample documents can be obtained from the Urban Forestry Specialist in your area (See page 4 of this overview).

Please submit the original completed application and two copies by no later than January 1, 2008 to the following address:

**Dan Rogers - Urban Forestry Coordinator**  
**Montana DNRC, 2705 Spurgin Road**  
**Missoula, Montana 59804-3199**  
**Or send by FAX to (406) 542-4203**

NO FAXES will be accepted.

Failure to submit a completed application will result in disqualification.

## SELECTION PROCESS

Applications will be reviewed and ranked by a committee composed of the Urban Forestry Coordinator or designated representative and members of the Montana Urban and Community Forestry Association. The funding recommendations of this committee will be presented to the State Forester for approval. Applicants should be notified of their award status in mid-February 2008.

One of the measures of success for this program is the leveraging of local support (cash and donated services). It

is important that the applicant indicate all anticipated project expenses (grant funds requested, local cash, donated services and in-kind contributions) required to successfully complete the program development project as described in their project application budget.

## **REVIEW AND COMPLIANCE**

Project grant funds will be distributed on a reimbursement basis. Reimbursement will not be made until expenditures have actually been paid and proof of payment is provided. Additionally, documentation of a formal tree committee/board and/or passed ordinance is also required.

Project expenses for which you will seek reimbursement must be incurred between the award date and June 15, 2008.

Reimbursement requests may be submitted at the completion of the project. A narrative report summarizing the status/outcome of the project must be included with each request for reimbursement.

Reimbursement will not be made until the entire project is completed and approved by Montana DNRC.

Following the awarding of grants, Montana DNRC may conduct periodic project inspections and a final project audit to assure compliance with project Grant Agreement.

Please provide before and after photos (if applicable) when available.

For specific project questions, please contact the Urban Forestry Specialist in your area.

## **Western Region Community Forestry Specialist**

Mark Lennon

Polson, MT

Telephone: 406-883-5599

Email: [mlennon@mt.gov](mailto:mlennon@mt.gov)

Counties include: Beaverhead, Blaine, Broadwater, Cascade, Chouteau, Deer Lodge, Flathead, Gallatin, Glacier, Granite, Hill, Jefferson, Judith Basin, Lake, Lewis and Clark, Liberty, Lincoln, Madison, Meagher, Mineral, Missoula, Park, Pondera, Powell, Ravalli, Sanders, Silver Bow, Teton, and Toole

## **Eastern Region Community Forestry Specialist**

Fred Bicha

Billings, MT

Telephone: 406-247-4403

Email: [fbicha@mt.gov](mailto:fbicha@mt.gov)

Counties include: Big Horn, Carbon, Carter, Custer, Daniels, Dawson, Fallon, Fergus, Garfield, Golden Valley, McCone, Musselshell, Petroleum, Phillips, Powder River, Prairie, Richland, Roosevelt, Rosebud, Sheridan, Stillwater, Sweet Grass, Treasure, Valley, Wheatland, Wibaux, and Yellowstone.

**Montana Department of Natural Resources and Conservation (DNRC)**  
**2008 Urban Forestry Grant Application**

<i>COMMUNITY</i>	<i>FEDERAL TAX ID NUMBER</i>		
<i>COMMUNITY ADDRESS</i>	<i>CITY/TOWN</i>	<i>STATE</i>	<i>ZIP</i>
<i>CONTACT (person to whom documents will be sent)</i>	<i>TITLE</i>		
<i>ADDRESS (if same as above, please leave blank)</i>	<i>CITY/TOWN</i>	<i>STATE</i>	<i>ZIP</i>
<i>PHONE (DAYTIME)</i>	<i>FAX</i>	<i>EMAIL</i>	
<i>TOTAL REQUEST AMOUNT (maximum request \$25,000)</i>	<i>TREE CITY USA in 2007?</i>		

Below are the Project Narrative questions. Please use this document as the cover sheet and include separate paper for the answers. You may use the Budget Calculation sheets as provided. This document must be signed and dated. Please answer clearly and concisely. Please be sure to include all required attachments. Failure to do so will result in disqualification.

**PROJECT NARRATIVE**

1. PROJECT DESCRIPTION: Describe your project and clearly outline its purpose and goals.
2. DEVELOPING AN URBAN FORESTRY PROGRAM: How will this project help your community develop or improve a sustainable urban forestry program?
3. PROJECT JUSTIFICATION: How will this project provide a positive impact on the community? What community needs will be met?
4. PROJECT PERSONNEL: Who will supervise and carry out the project? Please include name, title/qualification, project role, and level of involvement.
5. DO YOU PLAN TO USE VOLUNTEERS? If so, how many will be involved? Please include the number of adults and youth. What will they do?
6. PROJECT WORK PLAN AND SCHEDULE: Describe your plan of work and schedule for completing each activity including the project activity and timetable for completion with start and finish dates. Projects must be completed by June 15, 2008.
7. DOES YOUR COMMUNITY CURRENTLY HAVE A TREE BOARD/COMMITTEE? If so, please provide information including member names, title/qualification (i.e., community official, private citizen, natural resource professional). Please note: the terms of the grant **require** that first time grant applicants form a tree board/committee during the grant cycle.
8. DOES YOUR COMMUNITY CURRENTLY HAVE A TREE OR VEGETATION ORDINANCE? If so, please provide a copy with this document. Please note: the terms of the grant **require** that second time grant applicants must complete a city/county approved tree/vegetation ordinance by the end of the grant cycle.

***I certify that the community/organization listed above has the approval of the local government to conduct this project.***

CONTACT (SIGNATURE): \_\_\_\_\_

CITY/TOWN/COUNTY OFFICIAL (NAME AND TITLE): \_\_\_\_\_

CITY/TOWN/COUNTY OFFICIAL (SIGNATURE): \_\_\_\_\_

### **BUDGET CALCULATION FORM**

<i>PROJECT EXPENSES</i>	<i>QUANTITY/HOURLY RATE OR PIECE RATE</i>	<i>GRANT FUNDS REQUESTED (A) ***</i>	<i>APPLICANT CASH (B)</i>	<i>DONATED AND IN- KIND (C)</i>	<i>TOTAL</i>
<b><i>PERSONNEL EXPENSES (SALARIES/WAGES/BENEFITS)</i></b>					
<i>***Requested grant funds <u>cannot</u> be used for regular personnel costs of city/town employees. However, forestry student interns or summer forestry apprentice costs can be included as grant funds.</i>					
<b><i>TOTAL PERSONNEL EXPENSES</i></b>					
<b><i>OPERATING EXPENDITURES (TRAVEL, SUPPLIES, RENTALS, ETC.)</i></b>					
<b><i>TOTAL OPERATING EXPENSES</i></b>					
<b><i>CONTRACTED PROFESSIONAL SERVICES (NEEDS PRIOR APPROVAL)</i></b>					
<b><i>TOTAL CONTRACTED SERVICES</i></b>					
<b><i>TOTAL PROJECT EXPENDITURES</i></b>					

*NOTE: TRANSFER TOTAL PROJECT EXPENDITURES – FOR EACH CATEGORY OF EXPENSES (PERSONNEL, OPERATING, CONTRACTED SERVICES) – TO THE PROJECT BUDGET ESTIMATE PAGE OF THE GRANT APPLICATION.*

***IMPORTANT NOTE:***

***ALL EXPENDITURES (INCLUDING CASH, DONATIONS AND IN-KIND CONTRIBUTIONS) MUST BE SUBSTANTIATED WITH RECEIPTS TO BE APPLIED TO 50:50 MATCH.***

***FEDERAL FUNDS MAY NOT BE USED FOR APPLICANT CASH, DONATED AND/OR IN-KIND CONTRIBUTIONS.***

### ***BUDGET CALCULATION ESTIMATES***

<i><b>PROJECT EXPENSES</b></i>	<i><b>GRANT FUNDS REQUESTED (A) *</b></i>	<i><b>APPLICANT CASH (B)</b></i>	<i><b>DONATED AND/OR IN-KIND (C)</b></i>	<i><b>TOTAL</b></i>
<i><b>PERSONNEL</b></i> <i>(SALARIES/WAGES/BENEFITS)</i>	\$	\$	\$	\$
<i><b>OPERATING EXPENDITURES</b></i> <i>(TRAVEL, SUPPLIES, RENTALS, ETC.)</i>	\$	\$	\$	\$
<i><b>CONTRACTED PROFESSIONAL SERVICES</b></i> <i>(NEEDS PRIOR APPROVAL)</i>	\$	\$	\$	\$
<i><b>TOTAL PROJECT EXPENDITURES</b></i>	\$	\$	\$	\$

*\*Requested grant funds cannot be used for regular personnel costs of city employees or cost of using city equipment.*

*A DOES THE AMOUNT IN COLUMNS (B) AND (C) ACCOUNT FOR AT LEAST A 50:50 MATCH?*

*YES \_\_\_\_\_ NO \_\_\_\_\_*

*PLEASE VERIFY*

*Make sure to complete the Budget Calculation Form on the previous page, which gives a detailed breakdown for costs used to derive the above stated Project Calculation Estimates. A completed Sample form is available in this grant packet to illustrate the requirement.*

*If your application is selected for funding, project funds will be distributed on a reimbursement basis. Project expenses for which you seek reimbursement must be incurred between the award date and June 15, 2008.*

### SAMPLE BUDGET CALCULATION FORM

PROJECT EXPENSES	QUANTITY/HOURLY RATE	GRANT FUNDS REQUESTED (A) ***	APPLICANT CASH (B)	DONATED AND IN-KIND (C)	TOTAL
<b>PERSONNEL EXPENSES (SALARIES/WAGES/BENEFITS)</b>					
***Requested grant funds <u>cannot</u> be used for regular personnel costs of city/town employees. However, forestry student interns or summer forestry apprentice costs can be included as grant funds.					
Student Forester	320 hours @ 7.00 per hour	\$2240	-	-	\$2240
Park Superintendent	32 hours @ 18.00 per hour	-	\$576	-	\$576
Tree Committee	12 meetings @ \$120 per meeting	-	-	\$1440	\$1440
Sheriff Crew	10 inmates for 32 hours @ 5.15 per hour	-	-	\$1648	\$1648
<b>TOTAL PERSONNEL EXPENSES</b>		<b>\$2240</b>	<b>\$576</b>	<b>\$3088</b>	<b>\$5904.00</b>
<b>OPERATING EXPENDITURES (TRAVEL, SUPPLIES, RENTALS, ETC.)</b>					
Mileage – city pick up truck	2000 miles @ .345 per mile	-	\$690	-	\$690
Purchase of diameter tape		-	\$32	-	\$32
Purchase of soil probe		-	\$65	-	\$65
Irrigation system parts		-	\$347	-	\$347
Mulch	10 cubic yards @ 8.95 per yard	-	\$89.50	-	\$89.50
Attendance at pruning workshop	3 employees at \$50 each	-	\$150	-	\$150
Purchase of trees from Smith Nursery	6 trees @ \$100 each	-	-	\$600	\$600
ABC Construction (backhoe rental to dig holes)	2 hours @ \$25 per hour	-	-	\$50	\$50
Trees from American Legion	6 trees @ \$100 each	-	-	\$600	\$600
Johnson Excavating (backhoe rental to dig holes)	3 hours @ \$37.00 per hour	-	-	\$111	\$111
<b>TOTAL OPERATING EXPENSES</b>		<b>\$0</b>	<b>\$1373.50</b>	<b>\$1361</b>	<b>\$2734.50</b>
<b>CONTRACTED PROFESSIONAL SERVICES (NEEDS PRIOR APPROVAL)</b>					
Consultant (to train student forester)	100 hours @ \$20 per hour	\$1760	\$240	-	\$2000.00
<b>TOTAL CONTRACTED SERVICES</b>		<b>\$1760</b>	<b>\$240</b>	<b>-</b>	<b>\$2000.00</b>
<b>TOTAL PROJECT EXPENDITURES</b>					
		<b>\$4000</b>	<b>\$2189.50</b>	<b>\$4449</b>	<b>\$10,638.50</b>

NOTE: TRANSFER TOTAL PROJECT EXPENDITURES – FOR EACH CATEGORY OF EXPENSES (PERSONNEL, OPERATING, CONTRACTED SERVICES) – TO THE PROJECT BUDGET ESTIMATE PAGE OF THE GRANT APPLICATION.

#### IMPORTANT NOTE:

ALL EXPENDITURES (INCLUDING CASH, DONATIONS AND IN-KIND CONTRIBUTIONS) MUST BE SUBSTANTIATED WITH RECEIPTS TO BE APPLIED TO 50:50 MATCH.

FEDERAL FUNDS MAY NOT BE USED FOR APPLICANT CASH, DONATED AND/OR IN-KIND CONTRIBUTIONS.



**BUDGET CALCULATION ESTIMATES**

<b>PROJECT EXPENSES</b>	<b>GRANT FUNDS REQUESTED (A) *</b>	<b>APPLICANT CASH (B)</b>	<b>DONATED AND/OR IN-KIND (C)</b>	<b>TOTAL</b>
<b>PERSONNEL</b> (SALARIES/WAGES/BENEFITS)	\$ 2240.00	\$ 576.00	\$ 3088.00	\$ 5904.00
<b>OPERATING EXPENDITURES</b> (TRAVEL, SUPPLIES, RENTALS, ETC.)	\$ 0.00	\$ 1373.50	\$ 1361.00	\$ 2734.50
<b>CONTRACTED PROFESSIONAL SERVICES</b> (NEEDS PRIOR APPROVAL)	\$ 1760.00	\$ 240.00	\$ 0.00	\$ 2000.00
<b>TOTAL PROJECT EXPENDITURES</b>	\$ 4000.00	\$ 2189.50	\$ 4449.00	\$ 10638.50

\*Requested grant funds cannot be used for regular personnel costs of city employees or cost of using city equipment.

A DOES THE AMOUNT IN COLUMNS (B) AND (C) ACCOUNT FOR AT LEAST A 50:50 MATCH?

YES   X   NO       

*If your application is selected for funding, project funds will be distributed on a reimbursement basis. Project expenses for which you seek reimbursement must be incurred between the award date and June 15, 2008.*